



**City Of St Charles  
Two East Main Street  
St. Charles Illinois 60174**

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DEPARTMENT: BUILDING & ZONING

PHONE: (630) 377-4406

FAX: (630) 443-4638

**NEW RESIDENTIAL CONSTRUCTION – BUILDING PERMIT GUIDELINES**

**The following are guidelines for obtaining a building permit to construct residential:**

1. A building permit is required prior to construction.
2. An application must be filled out and submitted to the Building Department. The contractors' names, addresses, phone numbers, and license if required, are to be filled out when submitting the application.
3. The filing fee for a single family detached residential dwelling is \$100.00 and is to be paid when submitting the application and plans.
4. The filing for the single family attached dwelling (townhouse/duplex) is \$100.00 per unit and is to be paid when submitting the application and plans.
5. Two (2) sets of drawings showing the construction details of the house must be submitted with the application. If there are more than two (2) residential units, then three (3) sets of drawings sealed by an Illinois architect must be submitted with the application.
6. Two (2) copies of the plat of survey must be submitted with the application. The plat of survey must show the location of the house and the measurements to all of the lot lines and the top of the foundation height indicated on the survey. If there are more than two (2) units, then three (3) copies of the plat of survey showing the location of the house and the measurements to all of the lot lines and the top of the foundation height indicated on the survey must be submitted with the application.
7. Two (2) copies of a Foundation Site Survey must be submitted to the Building Department for approval. ***Construction is not to go beyond the backfill until the foundation surveys are approved.***
8. Two (2) copies of a topographic Survey must be submitted no less than five (5) working days prior to the final inspection. The Engineering Department will review this survey. Please call the Engineering Department at (630) 377-4486 should you have any questions.
9. The attached Specification for One and Two Family Residence form must be filled out and submitted with the application.
10. The application for Electric Service must be completed and submitted with the application.
11. It is the responsibility of the homeowner/contractor to call the Joint Utility Location Information for Excavators. (J.U.L.I.E.) to have all underground utilities marked. Information on J.U.L.I.E. is included in this packet.
12. It is the responsibility of the homeowner/contractor to schedule required inspections with the Building Department. The required inspections are indicated on the attached Plan Review form. Please have the address and permit number available when calling to schedule an inspection.

**NOTE: A minimum of 24-hour notice is required when scheduling any inspections.**

Web Site <http://www.ci.st-charles.il.us>

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J.U.L.I.E.  
Joint Utility Location Information for Excavators  
**1-800-892-0123**

Dig Number: \_\_\_\_\_ Date Notified: \_\_\_\_\_

**Please Note: J.U.L.I.E. requires 48 hour notice before digging**

One phone call to J.U.L.I.E. will notify all of the following public utilities. These service utilities need to be located and marked by utility representatives prior to starting any excavation, grading, or other work that is below the ground surface. You will receive a Dig Number, which you should record above along with the date of notification.

<b>Utility</b>	<b>Color Code Marker</b>
Electric Utilities	Red
A T & T Comcast	Orange
Northern Illinois Gas (NICOR)	Yellow
Sewer Utilities	Green
Telephone Utilities	Orange
Water Utilities	Blue

# Engineering Department



## Memo

Date: November 16, 1999  
To: St. Charles Developers and Builders  
From: Engineering Department  
(630) 377-4486 Fax: (630) 584-6520  
Re: As-Built Grading Surveys and Occupancy Permits

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This memorandum is being sent to all current developers and homebuilders within the City of St. Charles. The intention of this correspondence is to clarify any misconceptions with the scheduling of lot as-built lot grading inspections and issuance of occupancy permits.

The developer or builder shall schedule a final inspection with the Building and Zoning Department. This schedule will then be forwarded internally to the Engineering Department. Unlike most inspections, these inspections must be scheduled 5 working days in advance.

At the time of scheduling the inspection, the developer or builder must submit an as-built grading survey. This survey shall contain all information on the attached checklist. **The Engineering Office will not perform Lot grading inspections without the receipt of an as-built grading survey five days prior to the scheduled inspection.** The as-built grading survey shall be submitted to the Building and Zoning Department, which will then be forwarded to the Engineering Department. If an as-built grading plan has not been submitted, the lot will fail final engineering inspection and the Certificate of Occupancy will be withheld.

After the grading inspection has been completed, the developer will receive a verbal approval, or a written notice of non-conformance from the Engineering Department. This notice will detail items to be corrected prior to approval. This notice will be sent to the developer or builder within a maximum of 48 hours after the inspection has been completed. A verbal notice will be provided if this cannot be accomplished within the time constraints.

The Engineering Department will issue conditional or temporary approval only if the following conditions are met.

Only minor issues, as determined by the Engineering Department, remain unresolved (i.e., small areas of ponding water, debris or material left on site)

- The developer shall provide the City of St. Charles Engineering Department with a \$3,000 performance bond or check as a financial guarantee for the completion of the outstanding items. The developer will then receive 30 days to complete the improvements. The Engineering Department may extend this time period due to inclement weather. Temporary Engineering approval during winter months shall expire May 1.

- 1 If a check is used, it shall be made payable to the City of St. Charles and have the subdivision Name, lot number and street address written on the check. Corporate or Cashier's checks are acceptable. The check shall be dated with the same date of temporary approval. This check will not be cashed unless the developer or homebuilder fails to correct all items prior to the expiration of temporary Engineering approval.
2. A Performance Bond shall name the City of St. Charles as beneficiary. It shall also include the subdivision name, lot number and street address. The bond shall not expire unless directed by the City of St. Charles.
3. **The Engineering Department, prior to the issuance of temporary approval or occupancy permit, must receive the financial guarantee.** (Faxes will be acceptable for performance bonds only. Faxes will suffice for a temporary measure, until originals are received via mail.)

**The Engineering Department will monitor the submission, release and execution of all financial guarantees relative to lot grading. Financial guarantees will be filed by street address and include a copy of all inspection reports to date, along with a notification temporary Engineering Approval.**

After the outstanding items have been corrected the developer or homebuilder shall reschedule an inspection with the Engineering Department (630) 377-4486. This must be done a minimum of 24 hours in advance. The builder or developer will be notified of the inspection results.

**Pass:** If the outstanding items have been corrected, to the satisfaction of the Engineer, the Engineering Department will return the financial guarantee with a letter noting Engineering Department Approval.

**Fail:** A written or verbal notice will be supplied to the homebuilder or developer detailing all remaining deficiencies.

In the event that the improvements are not completed prior to the expiration of the temporary approval, the City of St. Charles will cash the bond or check and use these funds to complete the improvements. The builder or developer will receive the remainder of the financial guarantee with an itemized invoice of work completed within 60 days of the execution of the financial guarantee. A 20% administrative fee will be added to the invoice and made payable to the City of St. Charles.

Please contact the City of St. Charles Engineering Department with any questions or concerns at (630) 377-4486.

**POLICY SUMMARY**

**RE: RESIDENTIAL AS-BUILT GRADING PLANS**

The intent of the as-built grading requirement set for in the ordinance is to obtain a record document of a residential site plan as a comparison to the approved design and for future reference. The following information shall be included to provide the desired information concerning grading, drainage, and utilities.

- 1 Lot lines with dimensions drawn to scale no smaller than 1"=50'.
2. Approved vs. constructed foundation and garage elevations  
(Highlight lowest structure opening)
3. Spot elevations at all property corners, mid-points, break-points, and building corners.
4. One-foot contours throughout the property (depict landscape berms or swales)
5. Rim and invert elevations at utility structures including drainage swales.
6. Top-of-curb and centerline pavement elevations along property frontage.
7. Calculated maximum driveway slopes.
8. Clearly defined site benchmark.
9. Topographic features including structures and permanent water surface levels.
10. Depict drainage patterns and emergency overflow routes with arrows.
11. Signature and seal of an Illinois registered land surveyor.

This document must be reviewed and approved along with a satisfactory site inspection prior to final occupancy approval.

**BUILDING & ZONING DIVISION**  
**(630) 377-4406 OR (630) 377-4410**

Robert J. Vann  
**Building Commissioner**

Jerry Essem, Tom Medernach,  
**Building Inspector**

Steve Herra  
**Plumbing Inspector**

**DATE:**

**TO:**

**FROM:** St. Charles Building Zoning Department

**NOTICE:** The St. Charles Building Zoning Department has reviewed the plans, which were submitted:

**BY:** same

**FOR:** New Residential (one and two family)

**LOCATION:**

INSPECTIONS REQUIRED		REQUIRED CODES	
( X )	Footing	( X )	Rough plumbing
( X )	Foundation/rebar	( X )	Floors/slab
( X )	Foundation/backfill	( X )	Mechanical HVAC
( X )	Sewer	( X )	Insulation
( X )	Water	( )	Deck postholes
( X )	Storm piping	( )	Deck frame
( X )	Underground plumbing	( X )	Final
( X )	Electric	( )	Other
( X )	Frame	( )	
( X )		( X )	St. Charles Municipal Code
		( X )	1993 BOCA Basic Code w/revisions
		( X )	1993 BOCA Mechanical Code
		( X )	1996 Natl Electrical Code
		( X )	1998 IL State Plbg Code w/revisions
		( X )	2000 International Residential Code/revisions
		( )	Fire Prevention Codes
		( )	IL Accessibility Codes

- **Re-inspection fees:** If any of the above-indicated inspections (with the exception of a final) require a re-inspection be conducted, a fee of \$40.00 for each re-inspection will be invoiced to the builder and/or owner. If the inspection is a final and requires a re-inspection, a fee of \$75.00 for each final re-inspection is to be paid at the Building and Zoning Office prior to the Final Occupancy being issued.
- **Temporary Certificate of Occupancy** may be issued at the approval of Building Commissioner or his designees. A separate charge of \$75.00 is required. A temporary certificate shall expire 30 days after date of issuance.

In review of your plans submitted to this office, we find that the following items must be revised to comply with our building codes. (**NOTE:** No facility shall be occupied or used until a final inspection has been made and a certificate of occupancy has been issued.)

1. Compliance with above indicated codes, ordinances, and inspections is required.
2. The plan review and stamped "FIELD COPY" of plans are to be maintained at the job site.
3. A minimum of 24-hour notice is required when scheduling any inspections.
4. Street addresses are to be posted at job site at all times. These addresses are to be posted so they are visible from the street.
5. It is the responsibility of the contractor/owner to provide all sub-contractors with copies of review comments indicating required inspections.
6. Two (2) copies of the plat of survey verifying the top of the foundation elevation and front, both sides and the rear yard setbacks from their respective lot lines, signed and sealed by an Illinois Land Surveyor prior to any construction beyond the foundation stage is to be submitted to the Building Department for the approval by the Building Commissioner.
7. Two (2) copies of a topographical survey of the construction site subsequent to final grading and landscaping shall be prepared and certified by a professional land surveyor or a registered professional engineer which demonstrates compliance with approved plans, and that adequate provisions for drainage has been constructed. This topographical survey shall depict the location of the structure and the grade elevations designed for the site. The "as-built" elevation contours shall be at one (1) foot increments minimum and shall provide sufficient detail to adequately determine the proper final grading of a parcel as determined by the City Engineer or his

designee. Additionally, a registered professional engineer shall certify the final grading of the site is in substantial compliance with the approved grading plan.

These topographical surveys are to be submitted not less than five (5) working days prior to final inspection. They are to be submitted to the Building and Zoning Department, who will forward them to Engineering for their review. If there are any questions, please contact the Engineering Office at 630/377-4486.

8. Occupancy will not be granted until the water, sewer, and the electric has been inspected and accepted by the city.
9. Per Ordinance No. 1987-M-93, there shall be no open burning.
10. Silt fences shall be installed and maintained for erosion control.
11. No structures are to be located in the indicated easement area.
12. All exterior doors (including slider) to have a dead bolt lock with no less than a one (1) inch thumb throw. No double cylinder.
13. Lumber spans shall be from the 2002 Canadian Wood Council Data Book.
14. Opening between the garage and the dwelling unit shall be equipped with an approved one-(1) hour fire resistance rated door, including the frame and hardware with self-closing hinges.
15. If laundry chute is provided, the laundry chute shall be provided with self-closing doors or dampers on all floors.
16. Smoke detectors are required in all sleeping areas, outside of each separate sleeping area on each floor. All detectors must be hardwired with battery back up.
17. Exterior walls shall have a minimum R-13 value. Ceiling to have a minimum R-30 with approved vapor retardant.
18. The fireplace hearth shall extend a minimum of sixteen (16") inches beyond the face of the fireplace opening and a minimum of eight (8") inches on each side of the fireplace opening for fireplaces having an opening of less than six (6') square feet. The hearth of larger size fireplaces shall extend a minimum of twenty (20") inches beyond the face of the fireplace opening and a minimum of twelve inches on each side of the fireplace opening. Wood burning fireplace to be provided with chimney spark arresters.
19. Tempered glass is to be per the 2000 International Residential Code Section R308.
20. For new construction a sub-slab depressurization system (passive radon control) shall be installed in accordance with Appendix F 2000 International Residential Code.
21. Every basement shall have a minimum of one (1) approved escape egress window to the exterior. Sill height off basement floor shall be no greater than thirty-six (36") inches. Window wells shall meet the 2000 International Residential Code, Section R310.2.
22. Six (6) mil vapor barrier under four (4") inch slab in basement or garage.
23. Six (6) mil vapor barrier lapped twelve (12") inch under two (2") inch slush coat in crawl space.
24. All garage and basement slabs that will not rest on a footing or ledge to be pinned every two (2') feet and extend three (3') feet out.
25. Minimum footing for framed house 8" x 18". Minimum footing with brick veneer 10" x 20".
26. Cell-core PVC is NOT an approved material.
27. Above ground D.W.V. system to be tested with water to top of stack. Underground D.W.V. system may be Sch 40 PVC by an approved anchoring system.
28. Under ground copper to be Type K and above ground to be Type L.
29. Building sewer service per Ordinance 1997-M-122. (Overhead)
30. Floor drain to be installed within six (6') feet to hot water heaters to accept discharge from T & P valve.
31. Provide an anti-siphon frost proof sill cock in front and rear of the house.
32. Storm sump pump pit to be installed in lower level for footing tile. Minimum four (4") inch hard piped to storm sewer with SDR 26 or Schedule 40 PVC.
33. Water service shut off valve (B-Box) shall be placed in easement and not in any paved area.

34. An approved pressure reducing valve and strainer with by pass relief valve shall be installed in the water service pipe near the entrance to the building when the street water pressure exceeds 80 PSI in order to reduce the water pressure to 80 PSI or lower. The RPZ valve shall comply with applicable requirements of ASSE Standard #1003.
35. The electric service location has to be approved by the Electric Department before installation. Service should be kept clear of an area where a deck might cover or this will have to be moved. Contact the Electric Department 630/377-4407 for approval.
36. Exhaust fans to discharge directly to a location on the exterior of the building. Any exhaust duct installed in an unconditioned space must be insulated to a R-value of 3.
37. Lights installed in the closet are to follow the 1996 National Electrical Code.
38. Attic lights to be switched.
39. All receptacles intended to serve countertop surface shall be provided with GFI protection.
40. A dedicated 20-amp branch circuit shall supply receptacle outlets in dwelling bathrooms and no other outlets are permitted on the circuit.
41. New branch circuit installations for electric ranges and dryers shall be four-(4) wire.
42. Provide an electric switch by exterior doors, inside rooms to operate overhead light or wall receptacle including sliding patio door.
43. The electric service location has to be approved by the Electric Department before installation. Contact 630/377-4407 for approval.



**CITY OF ST. CHARLES**  
**BUILDING & ZONING DEPARTMENT**  
**SPECIFICATIONS FOR ONE / TWO FAMILY RESIDENCE**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Job Address \_\_\_\_\_

Chimney type \_\_\_\_\_

Flue size \_\_\_\_\_

Roof covering weight \_\_\_\_\_

Type \_\_\_\_\_

Roof sheathing thickness \_\_\_\_\_

Type \_\_\_\_\_

Roof slope \_\_\_\_\_ inches in 12" sheeting paper

# Felt \_\_\_\_\_

Starter roll \_\_\_\_\_

Flashing \_\_\_\_\_

Gutters 5" \_\_\_\_\_ Rafters

c-c Hip & Valley \_\_\_\_\_

Ridge \_\_\_\_\_

Collar beams \_\_\_\_\_ X \_\_\_\_\_ c-c \_\_\_\_\_

Ceiling insulation R value \_\_\_\_\_

Type: \_\_\_\_\_ Batts \_\_\_\_\_ Blown \_\_\_\_\_ Rigid

Attic ventilators type \_\_\_\_\_

Location \_\_\_\_\_

Free area \_\_\_\_\_

Soffit ventilators type \_\_\_\_\_

Screen \_\_\_\_\_

Top plates lapped \_\_\_\_\_

Ceiling joists c-c \_\_\_\_\_

Size \_\_\_\_\_

Vapor barrier type \_\_\_\_\_

Ceiling bridging c-c \_\_\_\_\_

Type \_\_\_\_\_

Interior wall & ceiling finish thickness \_\_\_\_\_

Size \_\_\_\_\_

Wall framing c-c \_\_\_\_\_

Insulation R value \_\_\_\_\_

Type \_\_\_\_\_

Wall sheathing thickness \_\_\_\_\_

Type \_\_\_\_\_

Exterior wall finish type \_\_\_\_\_

Sole plate type \_\_\_\_\_

Finish floor thickness \_\_\_\_\_

Type \_\_\_\_\_

Sub-floor thickness \_\_\_\_\_

Type \_\_\_\_\_

Floor framing c-c \_\_\_\_\_

Floor bridging c-c \_\_\_\_\_

Box sill \_\_\_\_\_

Sill plate: \_\_\_\_\_ Set in grout \_\_\_\_\_ Sill seal

Bolts \_\_\_\_\_ X \_\_\_\_\_ c-c \_\_\_\_\_ Size \_\_\_\_\_

Basement stair stringer \_\_\_\_\_

Riser \_\_\_\_\_ Tread \_\_\_\_\_

Girder size \_\_\_\_\_

Post size \_\_\_\_\_

Piers size \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

Chimney pier size \_\_\_\_\_

Foundation: \_\_\_\_\_ Poured concrete \_\_\_\_\_ Block

Water proofing type \_\_\_\_\_

Floor insulation R value \_\_\_\_\_

Type: \_\_\_\_\_ Batts \_\_\_\_\_ Blown \_\_\_\_\_ Rigid

Concrete floor thickness \_\_\_\_\_

Bag Mix \_\_\_\_\_ Reinforcing \_\_\_\_\_

Vapor barrier type \_\_\_\_\_

Elevation of top of foundation \_\_\_\_\_

Footing thickness \_\_\_\_\_ Width \_\_\_\_\_ Reinforcing \_\_\_\_\_

Fill thickness \_\_\_\_\_ Type \_\_\_\_\_

Garage floor 5" thick bag mix \_\_\_\_\_

#10 Mesh \_\_\_\_\_ Garage door header \_\_\_\_\_

I hereby certify that all structural members (2x6 and greater) will have a fiber stress rating of no less than 1150 PSI

Signed \_\_\_\_\_

City of St. Charles  
Municipal Electric Office  
Two East Main Street – St. Charles IL 60174  
630/377-4407



**Electric Service Application – New Service/Upgrade**  
(Each individual service will require a complete and separate application)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Original Signature: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Application Date: \_\_\_\_\_ Requested Service Date: \_\_\_\_\_

<b>Existing Building</b>	<b>Other</b>	<b>New Building</b>	
<input type="checkbox"/> Residential	<input type="checkbox"/> Temp Connection	<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Single Phase 120/240
<input type="checkbox"/> Commercial	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Residential: Multi Family	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	<input type="checkbox"/> estimated # of units _____	<input type="checkbox"/> 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial	<input type="checkbox"/> 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	<input type="checkbox"/> Commercial: Multi Family	<input type="checkbox"/> Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	<input type="checkbox"/> estimated # of units _____	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Industrial	
		<input type="checkbox"/> Other	

Service Panel: \_\_\_\_\_  
Present Rating (amps) \_\_\_\_\_ Proposed rating (amps) \_\_\_\_\_ Proposed Connected KW: \_\_\_\_\_  
Present Peak KW (Demand) \_\_\_\_\_ Estimated Peak KW (Demand) \_\_\_\_\_

**SERVICE ADDRESS**

(A complete and accurate service address is required before service may be installed)

Street Address: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_ Real Estate Permanent Tax # \_\_\_\_\_  
Legal Description (attach sheet if necessary): \_\_\_\_\_  
Record Titleholder of property: \_\_\_\_\_  
If property is held in trust, identify beneficial owner (s): \_\_\_\_\_  
Address: \_\_\_\_\_

**CUSTOMER BILLING INFORMATION**

(This information will be used for utility billing purposes)

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_  
Authorized representative or agent: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**BUILDING DIVISION OFFICE USE**

Application Accepted By: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

**ELECTRIC DEPARTMENT CHARGES**

Charges Calculated by: \_\_\_\_\_

Date: \_\_\_\_\_

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	343-15	_____	_____
SOCC - VACANT	323-10	_____	_____
SECC: VACANT	323-11	_____	_____
SOCC:	323-12	_____	N/A
SECC:	323-13	_____	_____
Upgrade Charges:	323-14	_____	_____
Engineering:	341-11	_____	_____
Temp Connection:	343-18	_____	_____
Electric Improvement:	343-14	_____	_____
Relocation	_____	_____	_____
Subtotal		_____	N/A
Less contribution- if applicable		_____	_____
<b>Total Amount of Charges:</b>		_____	_____



**CITY OF ST. CHARLES  
TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984**

**DEPARTMENT: BUILDING & ZONING**

**PHONE: (630) 377-4406**

**FAX (630) 443-4638**

**APPLICATION FOR CONSTRUCTION FOR BUILDING PERMITS**

**APPLICATION DATE: \_\_\_\_\_ PERMIT ISSUED \_\_\_\_\_ NO.: \_\_\_\_\_**

**PLEASE PRINT ALL INFORMATION**

**I, \_\_\_\_\_, do hereby apply for a permit for the following described  
work located at \_\_\_\_\_ Lot \_\_\_\_\_ Unit \_\_\_\_\_**

**NOTE: Is property located in the Historic Preservation District? Yes No**  
Please circle either yes or no

**Subdivision \_\_\_\_\_, Type of construction \_\_\_\_\_**

**Description of proposed work: \_\_\_\_\_**

**Square feet in building \_\_\_\_\_ Estimated cost of construction \_\_\_\_\_**

**Use of building \_\_\_\_\_ No. & Size of electric meter \_\_\_\_\_ No. & Size of water meters \_\_\_\_\_**

**Remarks \_\_\_\_\_**

**Plans \_\_\_\_\_ Specifications \_\_\_\_\_ Plat of Survey \_\_\_\_\_**

***Owner of Property***

**Name: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**City: \_\_\_\_\_**

**State/Zip Code: \_\_\_\_\_**

**Phone: \_\_\_\_\_**

***Electric Contractor***

**Name: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**City: \_\_\_\_\_**

**State/Zip Code: \_\_\_\_\_**

**Phone: \_\_\_\_\_**

***General Contractor***

**Name: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**City: \_\_\_\_\_**

**State/Zip Code: \_\_\_\_\_**

**Phone: \_\_\_\_\_**

***Concrete Contractor***

**Name: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**City: \_\_\_\_\_**

**State/Zip Code: \_\_\_\_\_**

**Phone: \_\_\_\_\_**

**Continued on reverse side**

PLEASE PRINT ALL INFORMATION

*Plumbing Contractors*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
IL & Registration No.: \_\_\_\_\_

*Roofing Contractors*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Illinois License No: \_\_\_\_\_  
License Expiration Date: \_\_\_\_\_

*Sewer & Water Contractor*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_

*HVAC Contractor*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Name of actual business(s) that will occupy this space \_\_\_\_\_

REPORT OF THE BUILDING OFFICIAL

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed: \_\_\_\_\_

For Office Use

Received \_\_\_\_\_  
Fee Paid \$ \_\_\_\_\_  
Receipt # \_\_\_\_\_

Copies of application distributed to:

Electric: \_\_\_\_\_ Engineering: \_\_\_\_\_ Fire: \_\_\_\_\_  
Meter: \_\_\_\_\_ PW: \_\_\_\_\_ Historic Preservation: \_\_\_\_\_